



PSYCHIATRIC REHABILITATION CLUBHOUSE EXECUTIVE MANAGER (PROGRAM MANAGER II)

Department of Community Services

The recruitment will remain open until sufficient applications from qualified candidates are received.

THE JOB

This professional level position will be responsible for the overall planning, development, and implementation of the clubhouse model program(s) of psychiatric rehabilitation. Work in partnership with County staff, consumers, community stakeholders and family organizations to identify, recruit, and establish a strong Clubhouse Board of Directors. These general duties include but are not limited to International Center for Clubhouse Development (ICCD) standards driven program development and implementation; the hiring, training, supervision and evaluation of staff; compliance with all relevant federal, state and local standards; financial management; resource development; quality assurance; risk management, public relations; inter-agency relations; and other administrative and management duties necessary to meet the needs for the development of the clubhouse Board of Directors, staff supervised, and the members of clubhouse; promotes the Department's philosophy, mission, goals and objective and other duties assigned. This position reports directly to the Deputy Director and Clubhouse Board of Directors.

QUALIFICATIONS

This is a management level position that will lead in the development of a new organization. This position requires a Bachelor's degree (Master's degree preferred) in a human service field (i.e., psychology, social work, public health, or nursing), and at least five years of experience working with special needs population. All combinations of education, experience, and training that demonstrate the ability to perform the work will be considered. The ideal candidate will have the following strengths:

- Experience in establishing, developing, and managing Clubhouse Model psychiatric rehabilitation programs.
- Training in the clubhouse model at an (ICCD) Training Base is required.
- Supervisory and nonprofit management experience is required.
- Resource development/fundraising experience is a desired.
- Ability to maintain effective working relationships with County staff, consumers, family members and community stakeholders.
- A valid WA driver's license is required.
- Current First Aid and CPR certification required.
- The minimum credential of WA State Registered Counselor is required.
- Must successfully pass a criminal history background check through Washington State Patrol

Knowledge of: principles and practices of public mental health systems, concepts of managed care and program operations; project management including planning, scheduling, monitoring and problem solving; methods and procedures of budget development, justification, and control; diagnostic and clinical assessment skills; application and interpretation of County, state and federal laws and regulations relevant to managed care; knowledge of community resources, recovery-oriented and/or evidence-based practices (i.e. supported employment, education and person-centered planning) crisis intervention/risk assessment expertise, job placement and development experience.

Ability to: effectively plan, assign, direct and evaluate the work of subordinates, including delegating responsibility and authority; carry out policy directives of the governing authority in an effective and timely manner, establish and maintain effective working relationship with the public, governmental jurisdictions, contractors, and other county staff. Demonstrate excellent verbal and written communication skills, strong customer service orientation, proposal writing capability, as well as PC proficiency.

SALARY

The salary range is \$4,990 – \$7,053 per month. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

SELECTION PROCESS

1. **Application Review:** (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. **Letter of Interest and Resume:** (Pass/Fail) – In addition to the Clark County application, applicants must submit a letter of interest and resume highlighting their qualifications for this position. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. **Oral Interview:** (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. **Please read application materials thoroughly to determine application requirements.**

**Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032
JOB INFO LINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov
INTERNET <http://www.clark.wa.gov>**

THE COUNTY

Clark County, Washington is a growing community with a population of approximately 392,400, including the City of Vancouver (population 152,900). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability, and sexual orientation. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2468; TTY (360) 397-2445. If you have questions regarding job announcements please call (360) 397-2456.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



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Vancouver, WA 98666-5000
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TDD (360) 397-6032
Email: hradmin@clark.wa.gov
www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION			
POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)
Last Name		First Name	Middle Initial
Address		City	State Zip + Four
Home Phone ()	Work Phone ()	Cell Phone ()	Other ()
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you legally eligible for employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will you accept: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary Will you accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Shifts you will accept: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Weekend	
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain below. (A conviction record will not necessarily bar you from employment.)			
Date	Charge	Sentence	Remarks

EDUCATION					
Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.					

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EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

MOST RECENT POSITION

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

May we contact your current employer? Yes [] No []

Reason for leaving or considering change:

OTHER EXPERIENCE

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

Reason for leaving:

OTHER EXPERIENCE

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

Reason for leaving:

Attach additional sheets if necessary to include all work history.

Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

Signature of Applicant

Date

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

☐ *American Indian or Alaskan Native.* Tribal Affiliation: _____

☐ *Asian or Pacific Islander:*

☐ *Black (not of Hispanic origin):*

☐ *Hispanic*

☐ *White (not of Hispanic origin):*

VETERAN: Yes ☐ No ☐

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

☐ The Columbian ☐ The Oregonian ☐ The Asian Reporter ☐ El Latino de Hoy

☐ The Skanner-Portland ☐ Seattle Times ☐ Spokane Review ☐ The Olympian

Internet Sites:

☐ Columbian website ☐ Oregonian website ☐ Clark County Website ☐ Seattle Times website

☐ El Latino de Hoy website ☐ Other Internet/Website: _____

Other Sources:

☐ Clark County Bulletin Board ☐ College/Career Center Referral ☐ Acquaintance/County Employee

☐ Other: _____